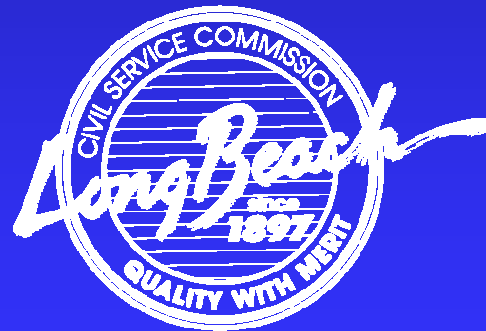


Civil Service Department

Budget Presentation

Fiscal Year 2005-2006



MISSION STATEMENT

The Civil Service Department treats all customers with integrity, courtesy and respect, and provides quality candidates that reflect our diverse community through a fair and timely employment process.

2005 Highlights

- ◆ Received the 2005 IPMAAC “Innovation in Assessment Award” for the Fire Recruit examination process
- ◆ Updated employment brochures and marketing materials.
- ◆ Attended 175 recruitment and community events
- ◆ Conducted 110 career counseling sessions
- ◆ Conducted major annual recruitment campaign and examination process for Police Recruit.

2005 Highlights

- ◆ Processed 6,701 job applications (to date)
- ◆ Established 131 eligible lists with the administration of 203 examinations:
 - ◆ 19 Public Safety examinations
 - ◆ 11 Promotional examinations
- ◆ Completed 85 bilingual assessments
- ◆ Certified 15,621 names resulting in 338 selections

2005 Highlights

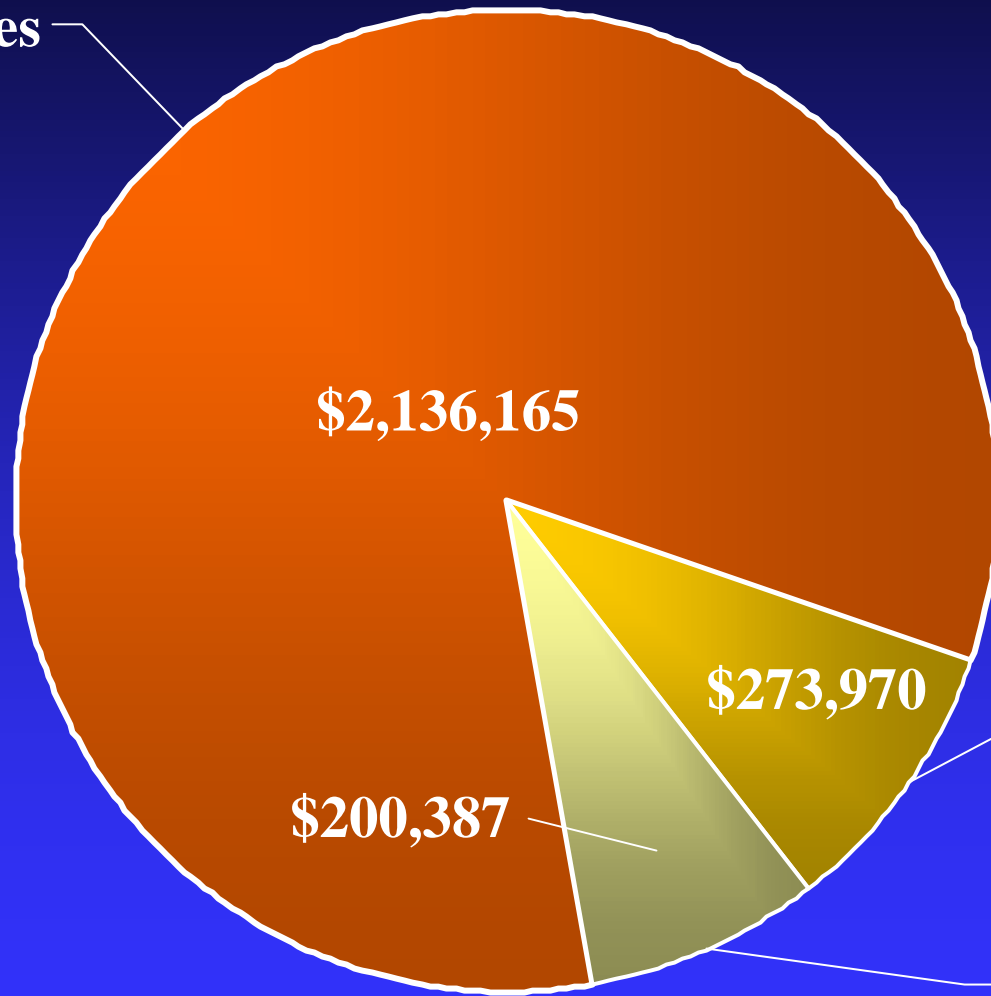
- ◆ Conducted 14 Employee Appeal Hearings
 - ◆ 11 conducted by Civil Service Commission
 - ◆ 3 conducted by Hearing Officer/Administrative Law Judge
- ◆ Conducted 18 professional management and supervisory training sessions in three personnel related topics
- ◆ Hosted the 2005 International Personnel Management Association – Human Resources Western Region Training Conference, attended by 316 human resources professionals from throughout the country

Civil Service Department Budget

	FY 04-05	FY 05-06
	Adopted Budget	Proposed
Personal Services	\$2,082,550	\$2,136,165
Non-Personal Services	\$223,470	\$273,970
Internal Services	\$197,815	\$200,387
Capital Outlay	\$0	\$0
TOTAL DEPT. BUDGET	\$2,503,835	\$2,610,522
DISABILITY RETIREMENT HEARINGS		
INSURANCE FUND BUDGET	\$22,391	\$34,009
<i>Insurance Fund Net Increase</i>		<i>\$11,618</i>
GENERAL FUND BUDGET	\$2,481,444	\$2,576,514
<i>General Fund Net Increase</i>		<i>\$95,070</i>
Personnel Quota	22.0	22.0

Budget Character FY 06

**Personal
Services**
82%



**Non-
Personal
Services**
10%

**Internal
Services**
8%

Total Budget = \$2,610,522

Activities for 2006

- ◆ Conduct major annual recruitment and examination for Police Recruit
- ◆ Develop a new Clerk Typist examination process
- ◆ Reduce backlog of Disability Retirement appeals for sworn safety personnel
- ◆ Conduct timely employee appeal hearings
- ◆ Conduct collaborative recruitment, examination and training with Long Beach Unified School District Personnel Commission
- ◆ Establish a volunteer City Employee school visit program